

**CA-PMM**Project Name: CALPADSOCIO Project #: 6110-92Department: CDEReporting Period: From: To:**Team Member to Project  
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
<b>Accomplished this week</b>			
<b>Planned/Scheduled Completion in Next Two Weeks</b>			
<b>Status Summary</b>	<b>Yes/No</b>	<b>Explanation</b>	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

**Status of Assigned Issues**

Issue Number	Description	Due Date	Status
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Project Name: CALPADS

OCIO Project #: 6110-92

Department: CDE

Reporting Period: From: To:

## Team Member to Project Manager


**CA-PMM****Project Name:** CALPADS**OCIO Project #:** 6110-92**Department:** CDE**Reporting Period:** From: 8/1/09 To: 8/31/09**Project Manager to Sponsor****Current Status Report**

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	Yes			
2. Were any key milestones or deliverables rescheduled?	No			
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	No			
9. Are there any staffing problems?	No			

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Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	No		
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	Yes	Integration of CALPADS pre-ID process with Assessment Vendor systems to increase data integrity	Completed cost and schedule analysis. Requested funding for enhanced functionality was not included in the 2009-10 budget.
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	No		
8. Are any major new issues foreseeable?	Yes	Depending on progress, the UAT schedule may be extended further to ensure complete testing.	Continue to monitor UAT results and defect resolution progress.
9. Are any staffing problems anticipated?	No		

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Department: CDE

Reporting Period: From: 8/1/09 To: 8/31/09

## Project Manager to Sponsor

### Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Implemented CALPADS Administration functionality statewide on 8/31/09.

Conducted User Acceptance Test (UAT) weekly checkpoint meetings with participating LEAs

Continued UAT testing and defect resolution activities

Delivered CALPADS Administration training to more than 400 LEA users.

### Project Milestones:

*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Project Start-up	6/12/08		Completed	Actual project start delayed 15 days and deliverable final approvals required additional time to obtain. No impact to implementation date.	11/7/08
Systems Analysis and Confirmation (Gap Analysis)	5/30/08		Completed	Stakeholder review and confirmation required additional time. No impact to implementation date.	8/29/08

**CA-PMM****Project Name:** CALPADS**OCIO Project #:** 6110-92**Department:** CDE**Reporting Period:** From: 8/1/09 To: 8/31/09**Project Manager to Sponsor**

Systems Design	5/27/09	10/5/09	In progress	Stage 1 and Stage 2 functional design are complete except for one functional area. This area was related to the CALPADS Phase II planning approach waiting to confirm funding. Funding was not included in the May 2009 revised budget, therefore, CALPADS Phase II will not be implemented in 2010-11 as anticipated. CALPADS Phase I Assessment approach design will be completed and implemented into production. No impact to implementation date.	
Data Conversion Software Development	1/16/09	9/30/09	In progress	Schedule aligns with Fall 1 implementation. Latest adjustment requires data conversion to occur by October 2, 2009	
Systems Development	1/12/09	4/15/10	In progress	Development schedule will align with Implementation stages 1 and 2. Contract amendment will be developed to reflect internal adjustments in milestone approach and schedule. No impact to implementation date.	

**CA-PMM****Project Name:** CALPADS**OCIO Project #:** 6110-92**Department:** CDE**Reporting Period:** From: 8/1/09 To: 8/31/09**Project Manager to Sponsor**

Systems and Integration Testing	2/18/09	5/15/10	In progress	Being conducted in two phases in line with implementation stages 1 and 2. Contract amendment will be developed to reflect internal adjustments in milestone approach and schedule. No impact to implementation date.	
Pilot User Acceptance Testing (UAT) - Stage 1 Implementation	7/31/09	11/30/09	In progress	UAT divided into 2 phases in line with implementation stages. Contract amendment will be developed to reflect internal adjustments in milestone approach and schedule. No impact to implementation date.	
Stage 1 Production Implementation	12/21/09	12/21/09	In progress	Administration, Fall 1, and Fall 2 functionality will be delivered in a three step implementation.	
Pilot User Acceptance Testing (UAT) - Stage 2 Implementation	6/15/10	6/15/10	Not started	New milestone: UAT divided into 2 phases in line with implementation stages. Contract amendment will be developed to reflect internal adjustments in milestone approach and schedule. No impact to implementation date.	

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## Project Manager to Sponsor

Stage 2 Production Implementation	6/15/10	10/31/10	Not started	Early design results determined end of year data submissions must be implemented beyond current contract end date. Contract amendment will be developed to reflect adjustment in milestone schedule and Stage 2 implementation end date.	
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### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		X		Contract amendment will be developed to reflect internal adjustments in milestone approach and schedules
Milestones		X		Contract amendment will be developed to reflect internal adjustments in milestone approach and schedules
Deliverables		X		Continue focus to complete open deliverables and obtain stakeholder approvals.
Resources	X			
OneTime Cost	X			
Continuing Cost	X			



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## CA-PMM

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**Reporting Period:** From: 8/1/09 To: 8/31/09

## Sponsor to Executive Committee

### Summary Milestones and Highlights

<b>Project Milestones:</b> <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
<b>Milestone</b>	<b>Target Date</b>	<b>Forecast Date</b>	<b>Status</b>	<b>If Delayed, Impact to Implementation Date</b>	<b>Date Completed</b>
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### Vital Signs

Variances				
	On Plan	Caution	Significant Variance	Action Required
Schedule		X		Contract amendment will be developed to reflect internal adjustments in milestone approach and schedules
Milestones		X		Contract amendment will be developed to reflect internal adjustments in milestone approach and schedules
Deliverables		X		Continue focus to complete open deliverables and obtain stakeholder approvals.
Resources	X			
One Time Cost	X			
Continuing Cost	X			

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0 Green	
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0 Green	
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	1 Yellow	
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0 Green	
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	0 Green	
	4 to 6	1		

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6. Unresolved Issues (on time resolution)	>6	2	n
	On time	0	Green
	Late with no impact	1	

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	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0	Green
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	0	Green
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0	Green
	Medium	1		
	Weak	2		
10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0	Green
	Medium	1		
	Weak	2		
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	2	Red
	80-90% on time	1		
	<80% on time	2		
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	2	Red
	80-90% on time	1		
	<80% on time	2		
13. Actual vs. Planned Resources	>90% assigned and available	0	0	Green
	80-90% assigned and available	1		
	<80% assigned and available	2		
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green
	15-25%	1		
	>25%	2		
15. Team Effectiveness	Highly Effective	0	0	Green
	Moderately Effective	1		
	Ineffective	2		
		<b>Total</b>	<b>5</b>	<b>G</b>

Green = 0 - 8  
Yellow = 9 - 19



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*Red = 20+*

### Vendor Viability Rating Rationale

Company size, team size, senior management commitment, staff experience level, and depth of resources available to the project.